

MASTER AGREEMENT

Between the

BOARD OF EDUCATION OF HOWARD COUNTY

And the

**HOWARD COUNTY ASSOCIATION OF
SUPERVISORS AND ADMINISTRATORS -
ADMINISTRATORS**

BEGINNING July 1, 2024

And

ENDING June 30, 2026



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ARTICLE 1

EXCLUSIVE RECOGNITION

- A. The Howard County Board of Education recognizes the Howard County Association of Supervisors and Administrators as the exclusive collective bargaining representative for all certificated supervisory professional employees and leadership interns with regard to all matters associated with salary, wages, hours, and other working conditions. Positions covered under this agreement, including those that are confidential and suspended, will be listed in Appendix B. Members that are classified as confidential, will be inactive.

Within ninety (90) days of ratification of this agreement the Association and the Board will revisit the bargaining unit composition to evaluate certificated administrators currently assigned to AMT.

- B. The Association recognizes the right and full authority of the Board and Superintendent to direct, supervise, and manage school system affairs in accordance with existing and future state and federal laws and regulations in the proper discharge of their respective duties and responsibilities. Any granted right or authority which has not been officially abridged, delegated, or modified by the Master Agreement shall be retained by the Board or Superintendent, respectively.

Failure to exercise a right expressly or broadly reserved to the Board or Superintendent by the appropriate state and federal authorities shall not be considered a waiver at that time nor at any time in the future.

- C. The written Agreement developed as part of the negotiation process shall apply to all certificated supervisory professional employees and leadership interns.
- D. For the purpose of this Agreement, the term “administrator” when used hereafter shall refer to all professionally certificated employees serving in the position of school-based administrator, facilitator positions requiring MSDE Administrator certification, coordinator positions requiring MSDE Administrator certification, athletics and activities manager, or leadership intern represented by the Howard County Administrators Association. The term “Association” shall refer to the Howard County Administrators Association; the term “Board” shall refer to the Howard County Board of Education.

ARTICLE 2
ASSOCIATION RIGHTS

- A. There will be no reprisals of any kind taken against any administrator or group of administrators solely by reason of their membership in the Association or for participation in any of its lawful activities.
- B. The Superintendent shall be available upon reasonable request but at a minimum quarterly to meet with representatives of the Association; both sides will provide agenda items for the meeting.
- C. The Association shall continue to be permitted to use school buildings without cost at reasonable times, as determined by the school administrator, for meetings provided the use of the building shall not result in any additional cost to the Board. The principal of the building in question will be contacted in advance to arrange the time and place of all such meetings. The content of such meetings shall be limited to the representation responsibilities of the Association under Title 6, Subtitle 4 of the Education Article of Maryland statute.
- D. The Association may utilize the inter-school courier (PONY) service and the Howard County Public Schools' email system for the distribution of membership material, provided that such use does not interfere with the operation of the school system. Copies of all materials will be given to the Superintendent/designee twenty-four (24) hours prior to distribution.

This article does not preclude the Association from using the HCPSS email system for general communication with its membership.

However, the Association agrees not to use the inter-school courier or HCPSS' email system for the following:

- (a) Advocacy or action on the part of employees which is contrary to policies, regulations and directives of the Board or its staff;
 - (b) Political materials or endorsements;
 - (c) Advertising materials for business establishments or brand name materials not contained in official Association publications
- E. The Board shall provide the Association a list of unit members upon request and no more than four times a year. Additionally, the Board shall provide the Association a list of eligible members, as a result of promotions and new hires, within 14 days of the appointment. The list will provide name, classification, location, and salary information.
- Human Resources will provide a letter from the Association informing new Administrative & Supervisory employees that HCASA is the exclusive representative of such employees.
- F. If negotiations are scheduled during the duty day, up to a maximum of seven (7)

administrators may be released from their regular duties for the time required to participate in joint negotiation sessions without loss of pay.

- G. On or before September 1, the Association will provide the Superintendent/designee with a list of duly authorized representatives of HCASA. Duly authorized representatives of the Association shall be permitted to transact official HCASA business on school property or other sites at reasonable times provided that this shall not interfere with or interrupt normal school operations or prevent Board employees from performing their professional responsibilities. The site administrator or department supervisor shall make the determination regarding interference. The Association representative will check in at the front office of the school/office upon their arrival.
- H. Duly authorized representatives of HCASA shall be permitted to utilize up to a total of 20 school days of Association leave to transact official business with a limit of ten (10) days for any one such representative. Prior to such absence, the HCASA representative should notify their supervisor in writing. The supervisor will determine whether the use of such leave would unreasonably adversely impact the program of operation at the site, and may deny the release, if they so determine.
- I. Members of the Superintendent's leadership team will be available to meet with Association leadership monthly to discuss and collaborate on items of importance to all parties; each party may add items to the agenda.
- J. The Association may request and shall be granted a place on the agenda of Board meetings for brief reports and announcements.
- K. The Association may appoint up to three (3) representatives to be part of any committee or group established to change or revise evaluation systems of administrators or of employee groups supervised by an Association member(s).
- L. Up to Twenty (20) hard copies of this Agreement will be distributed by the Board to the Association at no cost to the Association. The Board will provide electronic access to copies of this Agreement to all presently employed and new permanently appointed or assigned administrators. The cost of reproduction of twenty-one (21) or more hard copies of the Agreement shall be shared equally by the Board and the Association.

ARTICLE 3

NEGOTIATION PROCEDURE

- A. On or before January 31, representatives of the Board and the Association shall exchange written proposals regarding the contents of a new Agreement. This timeline may be waived upon mutual agreement of both parties.
- B. Neither party shall have any control over selection of consultants or representatives of the other party.
- C. Negotiation sessions shall be closed meetings and held as frequently as necessary.

- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation, in accordance with Section 6-408 of the Annotated Code of Maryland. During the term of this Agreement, neither party will be required to negotiate with respect to any matters whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. Cause for Impasse: If agreement has not been reached, or at the request of either party, the provisions for handling an impasse as provided by Education Article, 6-408(e) of the Annotated Code of Maryland, shall apply.
- F. The Association and Board may mutually enter into a Memorandum of Understanding regarding issues not covered by this Agreement.
- G. The Association and Board will reopen the pertinent article/sections to implement the Blueprint in accordance with state regulations.

ARTICLE 4 EMPLOYEE DISCIPLINE

- A. No administrator will be disciplined or reprimanded without cause provided that it is recognized that transfers and reassignments do not constitute disciplinary action.
- B. In the event an immediate supervisor discusses an allegation of misconduct or other personnel concern, exclusive of an evaluation detailed in Article VII with the bargaining unit member, written notice of the general topic(s) of discussion shall be provided in advance of such a meeting.
- C. Following the provision of due process per the established Board policy on Employee Conduct and Discipline, Association representatives(s) shall be entitled to accompany and represent an administrator at any interview, meeting or hearing, where the purpose of which is to investigate whether the administrator engaged in misconduct warranting disciplinary action or where disciplinary action may be taken.

Before the Superintendent/designee issues the disciplinary action, the administrator will be provided at least one (1) working day advance notice in writing of the meeting.

 1. The administrator will be advised that disciplinary action is being considered.
 2. The administrator will be advised of their right to have Association representation at the meeting.
 3. Except in cases when the urgency of the situation dictates otherwise, the meeting may be delayed up to two (2) additional workdays in order to assure representation for the administrator.
- D. An administrator placed on administrative leave will be informed in writing of the specific allegation(s) made against them resulting in the decision to place them on administrative leave at the time the leave begins, unless said allegations are criminal in nature.

- E. Prior to receiving discipline administrators will be afforded full due process rights and protections as enumerated in the Education Article of the Annotated Code of Maryland, Section 6-202, et. seq. and per the established Board Policy on Employee Conduct and Discipline.
- F. As part of due process, the administrator shall receive notice of the concern(s)/allegation(s) with copies of supporting documentation, in accordance with applicable privacy regulations, and be provided an opportunity to respond and/or provide a written statement. Barring unforeseen circumstances, discipline will be communicated to the administrator in person. The administrator may provide a statement to be attached to all copies of disciplinary letters, including the copy contained in the administrators' HCPSS personnel file.
- G. When an administrator is being recommended for demotion, suspension, or dismissal, the Association will be notified.

ARTICLE 5 GRIEVANCE PROCEDURE

- A. General – The Superintendent of Schools/ designee is interested in providing an orderly method for addressing with employee grievances. Any grievance which the administrator cannot resolve in an informal manner with their immediate supervisor may be submitted through the grievance procedure. A grievance is any allegation by an administrator that there has been a violation or misapplication of the Agreement in effect for the employee's group. Attendance by an administrator at a grievance meeting held during duty hours shall constitute an authorized absence without loss of pay.

The administrator is entitled to Association representation at any time step of the grievance process, including appeals.

- B. Procedures - Step 1 – The administrator must submit a written statement regarding the alleged grievance to his/her immediate supervisor within twenty (20) working days following the date of the occurrence (of the alleged grievance). The administrator's written statement must include:

- Name (and signature)
- Job assignment (and location)
- Description of grievance (including section of Agreement allegedly violated)
- Remedy sought

The immediate supervisor shall schedule a meeting with the administrator within ten (10) working days after receiving the written statement from the administrator. The immediate supervisor shall respond to the administrator in writing within ten (10) working days as to their disposition of the grievance. If the supervisor does

not satisfy it within ten (10) working days from the meeting, the grievance may proceed to Step 2.

Step 2 – Within ten (10) working days of receipt of the supervisor’s Step 1 response, the administrator may appeal the immediate supervisor’s decision to the Superintendent/designee. The Superintendent/designee shall arrange for a meeting with the administrator within ten (10) working days after receipt of the grievance. The Superintendent/designee shall provide a written decision to the administrator within ten (10) working days after completion of the meeting.

Step 3 - If the administrator is not satisfied with the disposition of a grievance at Step Two, the Association may vote within 30 days of the Step Two decision to submit the grievance to binding arbitration under the Federal Mediation and Conciliation Service (FCMS). The parties agree to accept the mediator’s recommendation as final and binding upon them. Any costs will be shared by the parties.

C. Prior to the commencement of arbitration, the Association and Board may collectively elect to engage in mediation through the FMCS to resolve the grievance. If mediation does not resolve the grievance the arbitration may proceed.

D. Miscellaneous

1. Failure by the Board at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step.
2. The time limits in any step of this procedure may be extended or reduced in any specific instance by mutual agreement between the aggrieved party and the Superintendent/designee.
3. If the grievance affects a group of administrators, involving two or more administrators, the grievants may submit such grievance in writing to the Superintendent/designee directly, and the processing of such grievance shall commence at Step 2.
4. Both parties agree that grievance proceedings will be kept confidential at all levels.
5. Documents, communications, and records initiated during and related to the processing of a grievance shall be filed in a separate grievance file.
6. A grievance may be withdrawn at any level without prejudice or record.
7. No reprisals of any kind shall be taken against the unit member(s) involved in the grievance procedure.

ARTICLE 6 PERSONAL AND ACADEMIC FREEDOM

A. The personal life of an administrator shall be the concern of and warrant review and appropriate action of the Board only:

1. As it may prevent the administrator from performing their assigned functions during school duty hours;
 2. As it may be in violation of local, state, national or common law.
 3. As it may be in violation of Board policy.
- B. Each administrator will be entitled to full rights of citizenship, and no religious or political activities of any such administrator or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such person provided they do not affect their performance.

ARTICLE 7 EVALUATION

- A. The Board and the Association agree that any change in the administrators' evaluation instrument and/or system shall be developed collaboratively. Evaluation procedure shall be consistent with the terms and conditions set forth in COMAR, Title 13A, Subtitle 07, Chapter 04, Evaluation of Professionally Certificated Personnel and in the Education Reform Act. The Superintendent/designee shall inform administrators and the HCAA president within thirty (30) days after receipt of any changes in state and /or local certification policies.
- B. Administrators shall have the right, upon request, to review the contents of their personnel file, in the presence of a human resources representative, and to receive copies at Board expense of any documents contained therein which are not available from the original source or which the administrator had not previously received. An administrator shall be entitled to have a representative(s) accompany them during such review.
- C. No material derogatory to an administrator's conduct, service, character, or personality will be placed in their personnel file unless the Superintendent/designee has substantiated the allegation, and the Administrator has had an opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. They will also have the right to submit a written response to such material and their response will be reviewed by the appropriate administrator and attached to the file copy.
- D. Any written complaints regarding an administrator made to any member of the administration by any parent, student or other person, which are used in any manner in the evaluation process shall be promptly investigated, if necessary, and called to their attention if the complaint is investigated. The name of the complainant will be provided to the administrator unless prohibited by law and/or Board policy.
- E. With the exception of leadership interns, administrators shall be given a copy of any evaluation report prepared by their evaluators on or before July 15. No such

report will be submitted to the Office of Human Resources, placed in the administrator's personnel file or otherwise acted upon without a prior conference with the administrator, if requested.

The evaluation document shall include a statement that the administrator's signature on said document does not indicate agreement with the evaluation.

Leadership interns will be evaluated at least annually. Leadership interns shall be given a copy of any year-end evaluation on or before the end of the school year.

- F. Any derogatory material or information not previously made known to and discussed with the administrator shall not be deemed valid in the evaluation of said administrator.

ARTICLE 8

PROMOTIONS AND TRANSFERS

- A. Promotions – All vacancies in positions covered by this Agreement shall be advertised throughout the school system and shall set forth the application procedures and the deadline date for submission of the application. All applicants will receive consideration.
- B. Voluntary Transfers – a voluntary request by a school-based administrator, with the exception of Leadership Interns, for a change in assignment.
 1. Administrators who desire to transfer to another building may file a written statement by February 15 of such desire with the Superintendent or their designee, who shall notify the immediate supervisor of such request.
 2. If the administrator's request for transfer is denied, they will, upon request, receive a written explanation of the reasons from the Superintendent/designee.
 3. An applicant for transfer shall assume that they will continue in their present position until such time as they are notified, in writing, that their transfer has been granted; said notification shall be from the Superintendent/designee.
 4. Voluntary transfers for administrators for the ensuing year will not be processed after August 1, except for extenuating reasons.
 5. An administrator must accept the voluntary transfer after July 1 unless the request is withdrawn, in writing, prior to July 1.
 6. If an administrator's request for a voluntary transfer has been granted, the Board will be under no obligation to consider a subsequent request for transfer by said administrator for one (1) year from the effective date of transfer, except under extenuating circumstances.

- C. Involuntary Transfers- an involuntary change in an administrator's role to a different school or assignment due to student enrollment, program, or redistricting changes, or other reasons as determined by the Superintendent/designee.

1. Procedures

- a. Notice of transfer for the following school year shall be given to the administrators, when possible, no later than the day before the second regularly scheduled Board meeting in June.

In cases of transfer between the second regularly scheduled Board meeting in June and August 15, notice of transfer shall be given as soon as possible but not less than five (5) workdays prior to the date of the change. For transfers after August 15th, an administrator will be given fifteen calendar days notification prior to the change, except in cases of emergency. Even in cases of emergency it will not be less than five (5) workdays.

- b. An involuntary transfer will be made only after a meeting between the administrator involved and the appropriate supervisor, at which time the administrator will be notified in writing, upon request, of the reason or reasons. In the event that an administrator objects to the transfer at this meeting, upon their request the Superintendent or their designee will meet with them.
- c. The Superintendent may involuntarily transfer administrators as the needs of the school system require.
- d. The Superintendent's designee will consider the following in determining involuntary transfers:
1. The number of times an administrator has been involuntarily transferred and how recently the involuntary transfers were made.
 2. Other relevant factors, including among other things, state and/or federal laws, rules, regulations, or administrative directives.

2. Miscellaneous

- a. With the exception of leadership interns, an administrator who is involuntarily transferred for other than performance and/or disciplinary reasons to a lower position on the salary scale shall receive their current salary for a one (1) year period.

D. General Promotion and Transfer Information

1. An administrator temporarily filling a vacancy at a higher grade by appointment of the Superintendent or designee for more than ten (10) consecutive workdays shall

be named “acting” and receive prorated compensation and leave for that position retroactive to the first day of the assignment.

2. An administrator who is assigned to an “acting” position on a lower pay scale shall suffer no loss of salary. scale shall suffer no loss of salary.
3. In order to support a school-based administrator’s professional growth, prior to March 13th of each year, the administrator will have the opportunity to complete (or will complete) an “administrative intent” form that outlines their career goals
4. When filling assistant principal (AP) or athletics and activities manager (AAM) vacancies, the incumbent principal may provide written input to the Superintendent/designee no later than March 1 each year. Input shall be limited to the specific leadership characteristics they believe are needed in the specific school/department. Specific names of potential candidates shall not be included in the input. The final decision on assignments will be made by the Superintendent/designee.
5. An administrator who is promoted from one HCASA certificated position to another HCASA certificated position shall be placed on a salary step that provides an increase of no less than 4% over their current (annualized) salary unless such salary exceeds the top step of the new position.
6. Upon request, an administrator not chosen for a position for which they were interviewed will receive feedback from Human Resources’ staff or the chairperson of the interview committee as to why they were not chosen for the position.

ARTICLE 9

ASSIGNMENT AND REASSIGNMENT

- A. All administrators will be given electronic access to their salary schedules, building assignments, sick leave, annual leave, and personal leave accumulated for the forthcoming year no later than July 30, except in cases of emergency.
- B. Reassignment – a change in assignment during the school year.
 1. Notice of reassignment shall be given to the administrator when possible at least ten (10) days prior to the date of change in August and September and twenty (20) days prior to the date of change during the remainder of the year.
 2. Reassignment will be made only after a meeting between the administrator involved and the appropriate supervisor, at which time the administrator will be notified in writing, upon request, of the reason or reasons. In the event that an administrator objects to the reassignment at this meeting, upon their request, the Superintendent or their representative will meet with them.

ARTICLE 10
PROTECTION OF ADMINISTRATORS

- A. Any administrator threatened with physical abuse or who is physically abused in connection with their employment shall immediately report the incident in writing to their immediate supervisor. Incidents involving verbal abuse shall be reported in a similar manner. The administrator may request a conference with the Superintendent/designee to discuss such an incident or the corrective action taken.

- B. The parties agree that they shall give support to the discipline procedures and policies of the Board and the items related to student discipline in this Agreement. The administration and administrators recognize a mutual responsibility for the enforcement of such policies. It is also agreed that such policies will be enforced in compliance with anti-discrimination policies and laws.

- C. Whenever an administrator is absent from school as a result of compensable personal injury occurring in the course of their employment, they will be paid their full salary for a period not to exceed 90 days with no loss of fringe benefits, and no part of such absence will be charged to their annual or accumulated sick leave. The parties acknowledge that payment of workers' compensation leave under this section fully satisfies the Board's obligation to pay temporary total disability benefits under workers' compensation law, so no duplication of benefits may occur. If a workers' compensation award is made which does cover time lost during the aforementioned 90-day period, the employee will not be entitled to that award, and shall endorse it over to the Board. The intent of this provisory is to ensure that HCPSS covers the additional one-third (1/3) of an employee's Temporary Total Disability (TTD) award up to 90 days. *
*The 90 days need not be consecutive.

If during the 90-day period the employee was granted leave from the sick bank, and it is subsequently determined that the employee was absent as a result of a compensable personal injury, the Board shall restore any used sick bank leave occurring during the aforementioned 90-day period. An employee shall not be permitted to use time granted by the HCASA Sick Leave Bank during the period they are being paid temporary disability under the workers' compensation law.

The Board will reimburse administrators for the cost of medical, surgical, or hospital services (as covered under workers' compensation insurance) incurred as the result of any injury sustained in the course of their employment.

- D. Administrators will carry out their responsibilities related to the safety and welfare of staff and students during any emergency. Administrators may be asked to scan school system property for suspicious articles. The Board will provide emergency preparedness training on an annual basis to administrators.

- E. In the case of an assault on an administrator, by a student or a nonstudent, on school property, causing damage or loss to their personal property—such as clothing—the Board shall make an equitable financial adjustment with the administrator for personal property losses not otherwise covered by insurance or

restitution.

- F. The Board shall provide, at the administrator's request, legal counsel to defend the administrator in an action arising out of an assault on an administrator in the course of the administrator's professional duties or arising out of any disciplinary action taken by an administrator in accordance with the disciplinary policy of the county. The administrator will be protected by the Board liability coverage and will be provided the legal assistance for their defense and will be fully indemnified against any monetary judgment or fine levied against them by a court or administrative body in accordance with Board insurance provisions and state law.
- G. In any suit or claim brought against an administrator as a result of intervention in any fight or physical struggle which takes place in any school building, on school grounds, or at any approved school activity or function where the administrator is acting in their capacity between or among students or any other persons, the Board shall provide legal counsel for the unit member and shall save them harmless from any award or decree against them in accordance with state law.
- H. Administrators shall not be required to discuss student problems with parents on sites other than school system property without being accompanied by central office personnel, if requested by the administrator.
- I. When an administrator notifies HCPSS that an individual is engaging in a course of conduct against the administrator, arising from the performance of their duties and responsibilities, which the administrator believes to be threatening, harassing, or causing a disturbance in the administrator's job performance or private life, and/or is in violation of Maryland civil or criminal law or BOE policy, the school system shall provide legal consultation and/or representation for the administrator and take reasonable and appropriate actions designed to protect the administrator and prevent the continuation of the conduct. Such actions may include but are not limited to notices of expectation of civil conduct, cease and desist and/or no trespass letters.

ARTICLE 11

LIMIT OF DUTIES

- A. Administrators will carry out such duties that are deemed necessary for the proper operation and function of the school provided that every effort will be made by the Board to provide assistance to perform nonprofessional assignments at all school levels.
- B. Assistant Principals and Principals may be granted an administrative substitute for approved leave through the Division of School Management and Instructional Leadership. The Association and School Management and Instructional Leadership will develop a workgroup prior to the 2024-2025 school year to evaluate the substitute coverage for Administrators.

- C. Administrators will not be required to deliver books, equipment, or any heavy or bulky teaching materials to classrooms. Athletics and activities managers will ensure that equipment for athletics and activities is transported to the appropriate areas.
- D. Administrators will not be required to drive pupils to activities which take place away from the school building.
- E. Administrators shall not be required to obtain substitutes unless Temporary Services has been unable to do so.
- F. The Board and Association agree to develop a workgroup for the 2023-2024 school year to evaluate the process of transporting employees suspected of being under the influence of any substance.

ARTICLE 12 REIMBURSEMENT

- A. Administrators who may be required to use their own automobiles in the performance of their duties shall be reimbursed for all work-related travel in excess of their normal daily commute to their home/office in accordance with IRS regulations and the HCPSS Employee Expense Reimbursement Manual. The Board will share the process for reimbursement with all HCASA members each July.
- B. Administrators earning graduate or undergraduate college credit or approved staff development courses taken for credit toward certification or professional development shall be reimbursed for tuition costs by the Board. With the exception of leadership interns the rate of reimbursement is up to \$350 per credit for graduate credits with no limit per year as well as a rate of up to \$155 per credit for undergraduate credit hours, if the course is a Maryland State Department of Education certificated area. An administrator is eligible to be reimbursed for a maximum of 24 credits all of which are available starting in their first year in the unit. Administrators may use unused undergraduate and graduate credit hours to renew teaching certificates.

Administrators may use available graduate credit reimbursement for certification purposes when such fees are not eligible for reimbursement by local/state and/or other sources.

Tuition reimbursement for leadership interns will be consistent with provisions that cover other 10-month certificated staff.

If the cost of such tuition is less than the specified fiscal year amount per credit, the Board shall reimburse administrators for the full cost of said tuition.

Documentation must be submitted within sixty (60) days of the end of the course. Reimbursement shall be made only upon written request by the administrator who shall provide an official grade report or official transcript indicating a grade of “B” or better along with proof of cost and proof of payment.

If directed by the Superintendent/designee to obtain additional certification endorsements, the Board will provide additional reimbursement for tuition at the rate set forth in paragraph C after the reimbursement provisions of that paragraph have been exhausted.

- C. The Board will continue to allocate professional development/learning funds to pay the expenses of administrators to attend approved professional meetings, join approved professional education organizations, take professional graduate courses (for those who have exhausted Reimbursement under Article XI, Section C) and /or participate in licensed professional coaching. With the exception of leadership interns, the Board will allocate \$675 per administrator per year. The allocation for leadership interns will be \$350 per year. The administrator will also receive salary during this time. These days shall not be deducted from sick, annual or personal leave.

ARTICLE 13 LEAVE

A. Sick Leave

Administrators shall earn and be credited sick leave at the rate of one (1) workday per month, the annual total of which shall be available after the first day of duty. Administrators must request and use sick leave beginning with half (0.5) hour increments.

The total unused portion of the annual sick leave allowance shall be permitted to accumulate to an unlimited amount.

All administrators may use their accumulated sick leave as of the first day of the duty year, even though they have not been able to report for duty on that day, provided the administrator presents evidence of personal illness to Human Resources.

Administrators shall, at their request, be allowed to use sick leave for absence due to disability connected with or resulting from pregnancy. Under this provision, such disability shall be treated as a temporary disability under all Board policies, and the administrator must return to work as soon as physically able, unless the administrator resigns or requests a leave of absence.

Leave for disabilities caused by personal illness or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom, shall be treated as a temporary disability for all job-related purposes. Accumulated sick leave shall be available for use during such periods of the disability as certified by a physician/caregiver. Appropriate medical statements to verify need and appropriate leave request forms must be completed and sent to Human Resources.

Administrators who require a workplace accommodation should contact the Coordinator for the Americans with Disabilities Act (ADA) or Human Resources for available leave options. Administrators using sick leave that exceeds six (6) or more consecutive days should contact Human Resources.

Previously accumulated sick leave days will be restored to all administrators who return to HCPSS within five (5) years of their last day worked. Administrators who transferred sick leave days to another local education association or used their sick leave in relation to retirement will not be eligible to have their sick leave restored.

The administrator's supervisor will address the inappropriate use of leave. The supervisor is encouraged to consult with Employee and Labor Relations for guidance.

B. Annual Leave

Annual leave must be planned to give the best practical continuous coverage of schools and departments. All twelve-month administrator's will receive 24 days of annual leave. Administrators must request and use annual leave beginning with half (0.5) hour increments.

Unused annual leave may be accumulated up to a maximum of 50 days per school year. Each year, annual leave in excess of 50 days that is not used or forwarded shall be automatically transferred to an administrator's accumulated sick leave.

Administrators should attempt to use all annual leave before the effective date of employment termination; however, a lump sum settlement shall be made at the current salary rate of any unused annual leave, but not to exceed the maximum established by Board Policy - Administrative Leave for Administrative Personnel and Implementation procedures. In the event of an administrator's death, such amount shall be paid to the administrator's estate or designated beneficiary.

Over the course of their service period within the unit eligible unit members may convert up to fifteen (15) days of annual leave to be deposited into the member's 403(b)/457 plan. The following conditions must be met in order to convert annual leave the administer:

- must have 1 year of experience in the bargaining unit.
- must have a balance of 266 hours (38 days) of annual leave, and
- must submit requests between April 1 and June 30.

At the time of separation, the total of "converted" annual leave days (maximum of 15) and lump settlement of unused annual leave days shall not exceed fifty (50) days.

C. Bereavement Leave

An administrator shall be granted five (5) consecutive duty days of absence

without the loss of salary for a death in the immediate family. Immediate family shall include child, parent, sibling, spouse, parent-in-law, child-in-law, sibling-in-law, grandparent, grandchild, step-child, step-parent, step sibling, grandparent of spouse, biological parent of the administrator's child, or of anyone who has lived regularly in the household of the administrator for at least two (2) years within the last five (5) years.

Upon the death of an uncle, aunt, niece or nephew the administrator will be granted two (2) consecutive duty days of absence at any one time without the loss of salary.

Two days of the allowable bereavement leave may be used within 100 workdays of the relative's death to attend a memorial service. The 100-day time limit may be waived by the Office of Human Resources on a case-by-case basis. Requests for exceptions to the timeline cited above may be made to the Office of Human Resources.

D. Leave Without Pay, Personal Illness, or Family Illness

On the Superintendent's recommendation, the Board of Education may grant a leave of absence without pay to an administrator when that administrator or a member of their immediate family is ill. Immediate family includes an administrator's spouse, son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability), and parents or someone who has continuously lived in the household for one (1) year immediately prior to their illness.

The leave shall be for a definite period such as a semester or school year and shall not exceed one (1) year. Appropriate medical statements and leave request forms must be completed and sent to the Office of Human Resources to verify need.

E. Leave for Illness in the Immediate Family

A leave of absence for up to one year may be granted to an administrator to care for sick member of their immediate family. Immediate family includes an administrator's spouse, son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability), and parents or someone who has continuously lived in the household for one (1) year immediately prior to their illness.

Administrators may use forty (40) available sick days and any accrued personal or annual leave if appropriate. Appropriate medical statements to verify need and appropriate leave request forms must be completed and sent to the Office of Human Resources to verify the need.

F. Personal leave

Administrators shall accrue up to four (4) days of leave per year, with no loss of pay for personal use. Unused personal leave days may be accumulated up to five (5) days, with only four (4) days to be used consecutively. Any days in excess of five (5) shall be transferred to sick leave.

An administrator must request and use personal leave beginning with half (0.5) hour increments. The administrator shall not be required to give the reason for taking personal leave but, except in cases of emergency, must notify the appropriate supervisor of their intention 24 hours in advance.

Personal leave may not be used solely to extend holidays and/or vacation periods. Personal leave may be granted by Human Resources during these periods provided that the request is made in writing at least ten (10) working days in advance.

The use of personal leave shall not be used to consistently augment an administrator's start and dismissal time unless approved as a workplace accommodation by the Coordinator for the Americans with Disability Act (ADA) or Human Resources for available leave options.

- G. The administrator's supervisor will address the inappropriate use of leave. The supervisor is encouraged to consult with Employee and Labor Relations for guidance.

H. Legal Proceedings

An administrator shall be granted leave with no loss of pay for appearances in any legal proceedings connected with their employment with the school system and for court subpoena when the administrator is called as a witness, provided such appearances are not related to:

1. any suit or litigation brought by the administrator against the Board or its employees,
2. any criminal charges brought against the employee, or
3. any non-work related civil or administrative proceedings wherein the administrator or a member of the administrator's immediate family is a party to the proceedings.

An administrator called for jury duty shall notify their supervisor of their plans for such service as early as possible and shall receive full pay and fringe benefits in addition to remuneration for jury duty. The administrator may be required to submit a certificate of attendance.

I. Military Service

Requests for leave for military service should be submitted to the Office of Human Resources and will be approved in compliance with The Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").

Eligible administrators will also receive up to 15 days of paid leave per year for military training.

J. Study Leave

An administrator may be granted a leave of absence without pay for up to one (1) year for study. Additional leave may be granted at the discretion of the Board.

K. Adoption Leave

Administrators may request a leave of absence to adopt a child. Adoption leave will commence prior to the adoption to fulfill the requirements of the adoption, at the birth of the child, or upon receiving custody of the child. Except in cases of emergency, such notice shall be given at least thirty (30) days prior to the day on which the leave is to begin.

An administrator granted adoption leave may elect to use any accrued annual leave and/or personal leave before entering a leave without pay status. Any additional leave must be granted by the Superintendent/designee. Appropriate medical statements/adoption documents to verify need and appropriate leave request forms must be completed and sent to the Office of Human Resources.

L. Child Rearing Leave

Administrators, at their request, shall normally be granted a leave of absence for child-rearing leave for children up to age 13. Child-Rearing Leave shall be without pay for a period not to exceed three consecutive years per child. Applications for such leave shall be made thirty (30) calendar days prior to the effective date. Any such request not covered by the Family Medical Leave Act (FMLA) must be planned to conclude at the end of the school year.

M. Political Leave

The Board may grant a leave of absence without pay to any administrator to campaign for public office or to campaign for a candidate for public office. Leave will be granted for a minimum of one (1) semester.

N. Other Leave

Other leaves may be granted at the discretion of Human Resources.

O. Extended Leave

The following are generally applicable to all extended leaves unless elsewhere excluded in this agreement:

1. Upon return from leave granted, an administrator shall be restored to their former position or to an equivalent position with no loss in pay and with job duties substantially similar to their former position. The administrator will be placed on the salary schedule at the level that is either equal to or one step above the step they were on when they started the leave. The decision regarding whether it is the same step or one step above will be based upon when in the fiscal year the leave began and when in the fiscal year it concludes. If the former position or an equivalent position is not available, the administrator may be granted an extended leave of absence without pay by Human Resources until a vacancy is available.
2. Other benefits to which an administrator was entitled will be restored to them upon their return.
3. All requests for extended leaves of absence, extensions, or renewals of such leaves will be made in writing, and the Superintendent/designee will make a written response to all such requests.

Leaves taken under K, L and M of this section shall be planned to commence and terminate at the beginning of the fall semester. Said leaves shall be requested no later than July 15.

4. Nothing contained herein shall prevent an administrator on leave without pay from being a substitute or performing other non-fulltime tasks as a temporary assignment at the Board while on such leave. While on leave, the administrator is still under contract with the Board, therefore they cannot accept other employment.
5. Administrators whose leave expires between March 1 and June 30 must notify Human Resources by March 1st, in writing, regarding their intention to return from the expired leave. Failure to notify the Board will result in the administrator forfeiting their right to be placed into a position for the following school year, however, at the Board's discretion they may still consider such placement if requested by the administrator after the deadline. Administrators who fail to notify Human Resources of their intentions or return after their approved leave expires may be referred for a due process meeting.
6. No more than three consecutive years of long term leave pursuant to Section K of this Article or leave pursuant to Section K in combination with Sections L and N will be permitted. At least one full academic year must be worked.
7. Any administrator whose illness extends beyond the period covered by their accumulated sick leave and any additional sick leave granted to them by the Board may be granted a further leave without pay for such time as is necessary for complete recovery from such illness not to exceed a period of one academic year.
8. After five years of service as an administrator, administrators may request sabbatical leave from the Superintendent for a minimum of one semester to two years for work, research or academic study that will increase the administrator's competence and further his/her professional growth. Administrators granted such leave will receive 50% of their regular salary while on leave provided, they agree to return to HCPSS for two years and 60% salary if they agree to return for three years following the leave. Upon return, the approved leave will count as experience (steps) on the administrative salary scale.
9. After five years of service as an administrator, administrators may request unpaid sabbatical leave from the Superintendent of up to one year for work, research or academic study that will increase the administrator's competence and further his/her professional growth. Upon return, the approved leave will count as experience (steps) on the administrative salary scale.

ARTICLE 14

WORKING HOURS, WORK LOAD, AND WORKING CONDITIONS

- A. Administrators shall have consistent and regular starting and dismissal times. Principals will work with athletics and activities managers to determine daily starting and dismissal times appropriate for providing supervision for school events beyond the school day. If mutual agreement cannot be reached, they will determine appropriate starting and dismissal times, principal will determine appropriate starting and dismissal times.

In regard to delayed openings and/or early dismissal days, the workday of administrators will begin and end in accordance with any applicable policies and/or administrative directive of the Board and/or Superintendent/designee. On a day when an administrator is scheduled to telework and there is a delayed opening and/or an early dismissal, the administrator will work their regular hours without the impact of the delayed opening and/or early dismissal.

In the event schools are closed due to inclement weather when central office is open, unit members may choose one of the following options:

1. Report to work in accordance with announced administrative directives;
2. Use personal or annual leave without prior approval;
3. Request permission from their supervisor to telework if appropriate resources and technology to complete sufficient and appropriate work at an alternative site are available. If permission is granted the administrator may telework for that day.
4. Use other appropriate leave not related to the weather emergency in accordance with provisions in this Agreement.

B.

1. Option for telework:
Administrators may request and be granted by the Superintendent/designee the option of teleworking one day per week. Any telework for school-based administrators must occur when schools are not in session.

Nothing in this section is meant to negate the Superintendent's statutory authority to assign staff to meet the needs of the school system in accordance with the Annotated Code of Maryland § 6-201. Requests to telework to recover from an illness, temporary disability, or other medical condition requires approval from Human Resources.

2. Working Hours:
 - a. All school-based principals, and assistant principals, and Athletics & Activities Managers will work twelve months.
 - b. All twelve-month administrators will work every day the central office is open except those assigned to schools will have winter and spring breaks the same as ten-month employees-
 - c. Leadership interns will work the ten-month teacher work year (195 days)

plus an additional ten (10) days during the summer. The leadership intern will determine the scheduling of the ten (10) days after consultation with the principal and SMIL. Leadership interns shall be compensated on a 205-duty day pay schedule.

3. Flex Schedules

- a. Non-school based administrators may request and be granted by the Superintendent/designee the option to flex their regular work schedule to work four (4) days with one day off, for up to six (6) weeks per year.
- b. School-based administrators, may request and be granted by the Superintendent/designee, the option to flex their regular work schedule to work four (4) days with one (1) day off during the summer months.

4. Superintendent's Authority

Nothing in this section is meant to negate the Superintendent's statutory authority to assign staff to meet the needs of the school system in accordance with the Annotated Code of Maryland § 6-201.

C. Duty Free Lunch Period

Administrators shall have a 30-minute, duty-free lunch period. Administrators shall not be required to stay in their building during the duty-free lunch period. Administrators should notify the school office before leaving and upon returning. In an emergency, it is understood that a principal may limit the number of administrators who may leave at any one time.

D. Administrator Collaboration and Participation

Both the Board and the Association recognize the important contribution of Parent Teacher Associations (PTA) and Parent teacher and Student Associations (PTSA) organizations to the school system and encourage participation by administrators in their activities.

E. Medical Examination

Unless provided free publicly, no administrator shall bear the cost for all medical examinations and tests required for employment with the Board.

F. Office Space

The Board will make every effort to ensure that appropriate offices and office areas are provided.

**ARTICLE 15
SALARY SCALES**

SCHOOL-BASED ADMINISTRATORS					
FISCAL YEAR 2025					
Effective July 1, 2024					
Step	Salary	Salary	Salary	Salary	Salary
1	\$85,270	\$93,256	\$102,482	\$106,613	\$115,574
2	\$89,105	\$97,639	\$106,316	\$110,447	\$119,409
3	\$93,269	\$102,021	\$110,479	\$114,611	\$123,572
4	\$97,431	\$106,404	\$114,643	\$118,774	\$127,735
5	\$101,595	\$110,786	\$118,805	\$122,938	\$131,899
6	\$105,758	\$115,168	\$122,969	\$127,100	\$136,062
7	\$109,922	\$119,551	\$127,132	\$131,264	\$140,224
8	\$114,084	\$123,933	\$131,296	\$135,427	\$144,388
9	\$118,248	\$128,316	\$135,459	\$139,591	\$148,552
10	\$122,411	\$132,698	\$139,622	\$143,753	\$152,715
11	\$126,575	\$137,080	\$143,785	\$147,917	\$156,877
12	\$130,737	\$141,462	\$147,949	\$152,080	\$161,041
13	\$134,901	\$145,845	\$152,112	\$156,244	\$165,204
14	\$139,064	\$150,228	\$156,274	\$160,407	\$169,368
15	\$143,228	\$154,610	\$160,438	\$164,570	\$173,530
16	\$147,391	\$158,992	\$164,601	\$168,733	\$177,694
17	\$151,554	\$163,374	\$168,765	\$172,897	\$181,857
	Grade I	Grade II	Grade III	Grade IV	Grade V

Grade I – AAM High School

Grade II – Asst. Principal Elementary School/Middle School and Cedar Lane

Grade III – Asst. Principal High School and Homewood

Grade IV – Principal Elementary School/Middle School and Cedar Lane

Grade V – Principal High School and Homewood

Notes:

For FY25, effective July 1, 2024, administrators will receive a 3% Cost of Living Adjustment and no step, and on the first pay period in January 2025, administrators will receive a step.

1. With the exception of leadership interns, administrators holding an earned doctorate degree shall receive an additional salary of \$3,000
2. All administrators, except leadership interns, shall become eligible to receive a \$1,500 stipend upon completion of seven (7) consecutive years (formerly 10 years) of service in the same position within this bargaining unit provided the administrator is evaluated as satisfactory or higher during each of those years in that position. Those administrators who continue in the same position within the bargaining unit shall

become eligible to receive a \$1,500 longevity stipend every seven (7) years (formerly 5 years) from receipt of the last stipend thereafter provided the administrator is evaluated as satisfactory or higher during each of those years in that position.

The completed consecutive years of service eligibility period will be July 1 through June 30 of each fiscal year and will be paid to eligible employees no later than the last paycheck in June.

3. Administrators hired on or after April 1 shall not be eligible for any increment negotiated for the subsequent fiscal year.
4. Administrators successfully completing the National Board for Professional Teaching Standards (NBPTS) Nation Board Certification for Principals shall receive a supplement of \$2,000 each year provided that:
 - I. Their National Board Certification for Principals remains in good standing.
 - II. They are assigned to a school-based principal or assistant principal position.

CENTRAL OFFICE ADMINISTRATORS				
FISCAL YEAR 2025				
Effective July 1, 2024				
Step	Salary	Salary	Salary	Salary
1	\$88,440	\$93,256	\$102,482	\$119,641
2	\$92,603	\$97,639	\$106,316	\$122,632
3	\$96,662	\$102,021	\$110,479	\$125,698
4	\$100,929	\$106,404	\$114,643	\$128,841
5	\$105,091	\$110,786	\$118,805	\$132,062
6	\$109,255	\$115,168	\$122,969	\$135,364
7	\$113,417	\$119,551	\$127,132	\$138,748
8	\$117,581	\$123,933	\$131,296	\$142,217
9	\$121,743	\$128,316	\$135,459	\$145,773
10	\$125,905	\$132,698	\$139,622	\$149,417
11	\$130,069	\$137,080	\$143,785	\$153,152
12	\$135,148	\$141,462	\$147,949	\$156,981
13	\$139,202	\$145,845	\$152,112	\$160,905
14	\$143,378	\$150,228	\$156,274	\$164,928
15	\$147,679	\$154,610	\$160,438	\$169,051
16	\$152,109	\$158,992	\$164,601	\$173,277
17	\$156,672	\$163,374	\$168,765	\$177,609
	Grade I	Grade II	Grade III	Grade IV

Grade I – Board Certified Behavior Supervisors (BCBS)

Grade II – Facilitators – Central Office I

Grade III – Coordinators – Central Office II

Grade IV – Directors

Notes:

For FY25, effective July 1, 2024, supervisors administrators will receive a 3% Cost of Living Adjustment and no step, and on the first pay period in January 2025, supervisors will receive a step.

1. With the exception of leadership interns, administrators holding an earned doctorate degree shall receive an additional salary of \$3,000.
2. All administrators, except leadership interns, shall become eligible to receive a \$1,500 stipend upon completion of seven (7) consecutive years (formerly 10 years) of service in the same position within this bargaining unit provided the administrator is evaluated as satisfactory or higher during each of those years in that position. Those administrators who continue in the same position within the bargaining unit shall become eligible to receive a \$1,500 longevity stipend every seven (7) years (formerly 5 years) from receipt of the last stipend thereafter provided the administrator is evaluated as satisfactory or higher during each of those years in that position. The completed consecutive years of service eligibility period will be July 1 through June 30 of each fiscal year and will be paid to eligible employees no later than the last paycheck in June.
3. Administrators hired on or after April 1 shall not be eligible for any increment negotiated for the subsequent fiscal year.
4. BCBS who are certified through the Behavior Analyst Certification Board (BACB) shall receive an annual supplement of \$3,000 for the duration of this agreement.

Leadership Intern Salary Scale			
2024-2025 (Effective July 1, 2024)			
205 Day Scale with \$3,000 Stipend Included			
Step/Grade	Masters Degree	Masters Degree +30	Doctorate Degree
4	\$71,925	\$73,974	\$76,024
5	\$74,327	\$76,377	\$78,426
6	\$76,729	\$78,779	\$80,828
7	\$79,132	\$81,182	\$83,231
8	\$81,534	\$83,584	\$85,634
9	\$83,937	\$85,986	\$88,036
10	\$86,340	\$88,389	\$90,438
11	\$88,741	\$90,792	\$92,841
12	\$91,144	\$93,194	\$95,244
13	\$93,547	\$95,596	\$97,646
14	\$95,950	\$97,999	\$100,048
15	\$98,352	\$100,401	\$102,451
16	\$100,754	\$102,804	\$104,853
17	\$103,157	\$105,206	\$107,256
18	\$105,559	\$107,608	\$109,659
19	\$107,962	\$110,011	\$112,060
20	\$110,365	\$112,414	\$114,463
21	\$112,766	\$114,817	\$116,866
22	\$115,169	\$117,218	\$119,268
23	\$117,572	\$119,621	\$121,671
24	\$119,974	\$122,024	\$124,073
25	\$122,376	\$124,426	\$126,476

Note: For FY25, effective July 1, 2024, Leadership Interns will receive a 3% Cost of Living Adjustment and no step, and on the first pay period in January 2025, Leadership Interns will receive a step.

ARTICLE 16
DEDUCTIONS IN SALARY

- A. Payroll deductions will be available at the request of the individual administrator for:
1. Credit Union
 2. Educators' Financial Group
 3. Hospitalization, Health, Major Medical
 4. MD State Retirement and Pension System
 5. Tax sheltered annuities as established by the Board of Education based on criteria developed by the Board of Education.
 6. United Teachers Association Insurance
 7. United Way (Including Bright Minds Foundation)
 8. Voluntary Benefits
 9. Howard County Association of Supervisors and Administrators dues. HCASA will certify to the Board in writing the current rate of membership dues. The Association will give the board thirty (30) days written notice prior to the effective date of any change in the rate of dues.
- B. The Board agrees to deduct charitable contributions from administrators' salaries only when the administrator has duly authorized such deduction and has voluntarily determined the amount of such a contribution. No individual quotas will be established. Administrators shall not be pressured to give to charities.

ARTICLE 17
SICK LEAVE BANK

- A. Administrators on active duty in Howard County are eligible to contribute to a sick leave bank. Contributors will be permitted to apply for leave from the bank to cover regularly scheduled duty days for periods of personal illness, injury, or quarantine which are not only prolonged but are also catastrophic and incapacitating and which are not likely to permanently disable the administrator.
- B. The contribution on the appropriate form will be authorized by the administrator and continued from year to year until canceled in writing by the administrator. Cancellation, on the proper form, may be elected at any time, and the administrator shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized for contribution to the bank will not be returned if the administrator effects cancellation.
- C. Annual rates of contribution shall be a maximum of three (3) days per year as

determined by the Association and certified to the Superintendent prior to July 1 of each year.

- D. Administrators must use all accumulated sick leave; if available 15 days of annual leave and all but two (2) personal days before receiving leave from the bank. Administrators requesting more the five (5) consecutive days from the sick leave bank must have applied for and been granted a leave of absence by the Office of Human Resources before receiving leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- E. A four-member approval committee, comprised of three members appointed by the President of the Association, and one Superintendent appointed representative, shall have the responsibility of receiving requests, verifying the validity of request, recommending approval or denial of the requests, and communicating its decision to the member and the Superintendent/designee. The Committee shall develop its rules of procedure, and submit them to the Superintendent for approval. Approved procedures shall be distributed and posted on the HCPSS website to all enrolled employees annually, not later than October 1.

If an application is denied, the Committee's decision may be appealed to the balanced joint committee of HCASA and HCPSS by submitting a letter to the HCASA President within fifteen (15) calendar days after notification. The decision by the joint committee shall be final and binding.
- F. The Payroll Department shall verify that all accumulated sick; if available 15 days of annual leave and all but two (2) days of personal leave is exhausted. Upon notification of approval by the Committee, Payroll shall credit the affected employee with the number of days granted.
- G. Bank grants will not be automatically carried over from one fiscal year to another. All bank grants will end as of June 30 or the last duty day of the school year. If further sick bank grants are desired, a new request must be submitted and approved in accordance with this Article.
- H. If an administrator does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.
- I. The Association shall provide the Superintendent with an annual Sick Bank Report by August 31 of each year detailing the beginning balance of the sick bank, additions to the sick bank, deductions from the sick bank, and ending balance of the sick bank as of June 30 of each year.
- J. Upon Board or Superintendent request, the Association will provide access to its sick bank records to the Board or Superintendent/Designee.

ARTICLE 18
INSURANCE PROTECTION

The Board shall pay the full cost for group term life insurance protection equal to a administrator's base salary (to the nearest thousand), with a minimum of ten thousand dollars (\$10,000) to be paid to the administrator's designated beneficiary upon death and, in the event of accidental death, a sum not less than two (2) times that amount.

A. Medical, Dental and Vision Insurance

For administrators with a continuous service date on or before June 30, 2011, the Board shall pay eighty-six percent (86%) of the premium cost of a group medical plan for each employee and covered eligible dependents(s), including same sex domestic partners.

For administrators with a continuous service date between July 1, 2011, and June 30, 2021, the Board shall pay eighty- five percent (85%) of the premium cost of a group medical plan for each employee and eligible dependent(s), including same-sex domestic partners.

For employees with a continuous service date on or after July 1, 2021, the Board shall pay eighty-four percent (84%) of the premium cost of a group medical plan for each employee and eligible dependent(s), including same-sex domestic partners.

The co-pay for medical specialists will increase by \$5 beginning in plan year 2022.

For reference purposes only - Effective January 1, 2022, the Board will offer a "high-deductible" health plan in addition to HMO and PPO plans.

The selection and removal of health, dental, and/or vision carriers and their respective plans is at the Board's discretion.

The Board will establish a committee, to include representation from all bargaining units, to provide input on the HCPSS health benefits program. See Appendix A Benefits Advisory Committee.

B. Medical, Dental, and Vision Program

1. Administrator Election of Benefits

- a. Each year during open enrollment as established by the Board, each administrator will be required to make an election regarding participating in benefits.
- b. This election will be irrevocable for the Plan Year.

2. Administrator Selection of Optional Benefits

- a. If an administrator elects to participate or becomes eligible to participate in benefits, they must select among the optional benefits offered. These benefits include:
 - (1) Medical Plan(s)
 - (2) Dental Plan(s)
 - (3) Vision Care Plan(s)
 - (4) Flexible Spending Accounts, including:
 - a. Dependent Care Account
 - b. Health Care Spending Account
 - (5) Benefit Dollars (pro-rated for part-time employees).

Information on health, dental, and/or vision plans will be made available to eligible administrators during the Open Enrollment Period.

- b. The selection of optional benefits is an irrevocable election for the entire Plan Year except the election may be revoked and a new selection of benefits made if the administrator has a change in family status (e.g., marriage, divorce, death of spouse or same-sex domestic partner, or child, birth or adoption of child, or termination of employment of spouse or same sex domestic partner).
- c. Each open enrollment period as established by the Board, administrators electing or eligible to participate will be given the opportunity to change the benefits they have selected. Each year administrators will be informed of any changes in benefits. This will give each employee the chance to review and compare various benefit alternatives in order to make the proper selection during the open enrollment period.
- d. Each Medical Plan alternative will have a specified number of “benefit credits” associated with its selection. These benefit credits may be used to purchase any of the optional insured benefits (Vision and Dental Plans or administrator contributions for medical coverage) or contribute to the Dependent Care Account or Health Care Spending Account.
- e. Each insured benefit option (Medical, Vision, and Dental Plans) will have a “price tag” or cost to an administrator if that particular benefit is selected. Benefit credits may be used to purchase or pay the price of each insured’s benefit selected. Amounts contributed to the Dependent Care Account or Health Care Spending Account are optional with employees choosing to contribute any amount within the plan limits. Administrators may, however, purchase benefits whose total price tags exceed their benefit credits. In this case, the administrator must make up the difference through administrator contributions. All contributions to benefits will be on a pretax basis. This means that federal and state income taxes will not be withheld on administrator contributions, nor will these contributions be included in an administrator’s gross wages as reported on a W-2 form. FICA tax will not be withheld. Administrator contributions will be included in the annual salary for retirement and life insurance purposes.

- f. Participants in the Dependent Care Account must meet tax law requirements in order to participate in this plan. Contributions may only be used to reimburse an administrator for expenses actually incurred during the Plan Year for which they were contributed. Any amounts remaining in the Dependent Assistance Account at the end of the Plan Year will be forfeited.
- g. The Health Care Spending Account will operate similar to the Dependent Care Account. The most important facts are that amounts contributed may only be used to reimburse expenses incurred during the Plan Year for which they were contributed, and amounts remaining at the end of the Plan Year will be forfeited.
- h. Administrators may elect to receive their unused benefit dollars in cash which will be added to their regular pay check. If the administrator elects this option, the payments will be prorated on a per-pay basis. This amount is taxable.
- i. Total administrator contributions to the Dependent Care Account and/or Health Care Spending Account will all be prorated on a per-pay basis.
- j. Administrators hired during the Plan Year will make their selection in advance of becoming eligible for benefits. This election will be in effect for the remainder of the Plan Year (except for a qualified life status change creating a special enrollment period for individuals who did not enroll in a group health plan when they were first eligible due to the existence of alternative coverage).
- k. Employees with at least 15 years of cumulative service with HCPSS, are retiring with the Maryland State Retirement Pension System, and are enrolled in one of the school system's medical, prescription, dental, and/or vision plans for at least one full year immediately prior to retirement date, are eligible for a Board contribution towards the cost of retiree coverage in accordance with the HCPSS Benefits Enrollment Guide for Retirees.

ARTICLE 19
FINAL AGREEMENT

Section 1
Duration

Unless otherwise provided herein, the provisions of this Agreement shall be effective as of July 1, 2024 and shall continue in full force and effect through June 30, 2026, with a reopener for wages and two (2) articles each by the Association and Board for the 2025-26 school years.

The Board and the Association agree that all negotiable items have been discussed during negotiations leading to this agreement. During the term of this agreement, neither party will be required to negotiate with respect to any matter, whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this agreement.

On or before January 31, the Association and the Board will reopen negotiations for the 2025-26 school year unless a later date is mutually acceptable to both parties.

Section 2
Special Provisions

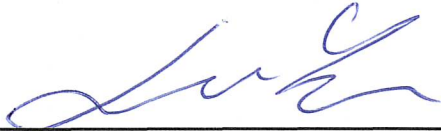
In the case of a national emergency, catastrophic event, epidemic, and/or pandemic, the Board or the Association may request to reopen the appropriate revisions to safeguard the health and wellbeing of students and staff.

Section 3
Savings Clause

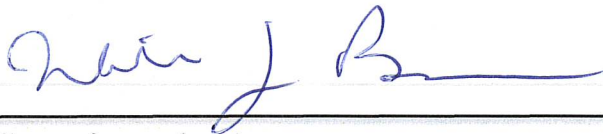
In the event any subject, article, section, or portion of the Agreement shall be held invalid and unenforceable by any court, the Maryland State Board of Education, or higher authority of competent jurisdiction, such decision; and , upon issuance of such a decision, the Board and the Association may agree to negotiate a substitute for the invalidated article, section, or portion thereof except as renegotiations are provided for the Public School Laws of Maryland. In the event the Board cannot implement the proposed salary schedules that become effective on July 1, 2024, the Board and Union will meet to renegotiate monetary and language issues.

In witness thereof the parties hereunto set their hands and seals this 11th day of July 2024.

HOWARD COUNTY BOARD OF EDUCATION By:



(Board of Education Chairperson)



(Superintendent)

HOWARD COUNTY ASSOCIATION OF SUPERVISORS AND ADMINISTRATORS By:



(President)

(First Vice President)

APPENDIX A
BENEFITS ADVISORY
COMMITTEE

The Board agrees to establish a Benefits Advisory Committee to provide recommendations into maintaining quality and affordable benefits. It is understood that the recommendations of the committee do not constitute negotiations and are only advisory

The focus of the committee shall be to:

- A. Make recommendations on cost containment strategies;
- B. Study, discuss and recommend possible plan design changes and rate setting;
- C. Develop strategies to educate employees regarding benefit plans;
- D. Make recommendations on the insurance fund balance/reserve;
- E. Make recommendations on the HCPSS budget mark for funding employee benefits;
- F. Evaluate insurance vendor bids;
- G. Participate in benefit bid process;
- H. Review monthly reports of claims data s compared to the projection of costs to be aware of the trends.

The Benefits Advisory Committee will be provided with full access, within HIPAA guidelines, to plan utilization and vendor performance, outcome and cost data, including vendor contracts, to facilitate their work towards increasing market transparency and reducing costs.

The Benefits Advisory Committee will meet at least six (6) times per year. The committee will report to the Chief Business and Technology Officer on its work as needed. A copy of their report(s) will be forwarded to the Association/Union president for possible use in negotiations.

The composition of the committee will include up to three (3) representatives appointed by and representing the Board, one (1) representative from each bargaining unit within the Association/Union (e.g., HCEA-Certificated and HCEA-ESP) appointed by the President who is a current employee or the president may appointment himself/herself, one (1) representative from each of the other employee groups appointed by their president or the president may appoint himself/herself, and one (1) person representing the retired employees' association.

The Association/Union representative appointed to the committee shall be released from their duties, if necessary, for meetings of the committee without loss of salary whenever such meetings are held during the duty day.

Once appointed, the Committee will elect a chairperson and vice chairperson from the employee/retiree representatives' group. The committee shall develop operational procedures to assist them in their work, which may include subject matter experts, to support the focus of the committee as indicated above.

APPENDIX B HCASA POSITIONS

Administrator of Innovative Pathways
 Coordinator Early Intervention Services
 Coordinator Countywide Services
 Coordinator Cultural Proficiency
 Coordinator Instructional Technology
 Coordinator Leadership Development
 Coordinator Media
 Coordinator Music
 Coordinator of Alternative Education and Innovative Pathways
 Coordinator of Assessments
 Coordinator of Career and Technical Education
 Coordinator of Culturally Responsive Practices and Anti-Racism Development
 Coordinator of Early Childhood Programs
 Coordinator of ESOL Programs
 Coordinator of National Board Certification and Teacher Career Pathways
 Coordinator of Restorative Justice
 Coordinator of School Climate and Culture
 Coordinator of Special Education Compliance and Dispute Resolution
 Coordinator of World Languages
 Coordinator PE & Health Education
 Coordinator Pupil Personnel Services
 Coordinator School Psychology
 Coordinator Special Education Compliance, Nonpublic Services and Family Support
 Coordinator Student Access and Achievement
 Coordinator Student Support Programs
 Coordinator, Dual Enrollment
 Coordinator, Elementary School Counseling and Student Records
 Coordinator, Home & Hospital and Home Instruction Coordinator, K-12 Reading Intervention
 Coordinator, Secondary School Counseling and Academic Intervention
 Coordinator, Secondary Science
 Coordinator, Section 504 & Student Services Implementation Coordinator
 Coordinator, Social Studies & Advanced Placement
 Curriculum Coordinator Digital Education
 Curriculum Coordinator Fine Arts
 Curriculum Coordinator Gifted & Talented
 Curriculum Coordinator Language Arts
 Curriculum Coordinator Mathematics
 Curriculum Coordinator Science
 Curriculum Coordinator Social Studies
 Title I Coordinator
 Assistant Principal, Elementary School
 Assistant Principal, Middle School
 Principal, Elementary School
 Principal, Middle School
 Instructional Facilitator
 Instructional Facilitator Career Academy
 Instructional Facilitator Career and Technical Education
 Instructional Facilitator Early Intervention

Instructional Facilitator Health Education
 Instructional Facilitator Language Arts
 Instructional Facilitator Mathematics
 Instructional Facilitator School Counseling
 Instructional Facilitator School Psychology
 Instructional Facilitator Secondary Science
 Instructional Facilitator Social Studies
 Instructional Facilitator Social Work
 Instructional Facilitator Special Education
 Instructional Facilitator Speech Language Services
 Instructional Facilitator, Career and Technical Education
 Instructional Facilitator, Community Schools and Academic Intervention Summer School
 Instructional Facilitator, Early Childhood Programs
 Instructional Facilitator, Elementary Curriculum Programs
 Instructional Facilitator, Elementary Language Arts
 Instructional Facilitator, School Psychology
 Instructional Facilitator, Secondary School Counseling
 Instructional Facilitator, Secondary Language Arts
 Instructional Facilitator, Secondary Mathematics
 Instructional Facilitator, Special Education
 Instructional Facilitator, Speech Language Services
 Instructional Facilitator, Title I
 Assistant Principal, High School
 Principal, High School
 Principal Applications and Research Lab
 Leadership Intern
 Assistant Principal Cedar Lane
 Assistant Principal, Special School
 Principal Cedar Lane
 Principal, Special School
 Student Conduct and Engagement Officer